

ARIZONA WING OPERATIONS TRAINING



Welcome.

{ Notes to the instructor:

Each student should have a current copy of CAPR 60-1 and a CAPF 99.

You may print out the note pages for your lecture and print a set of slides for overhead projection or for handouts.

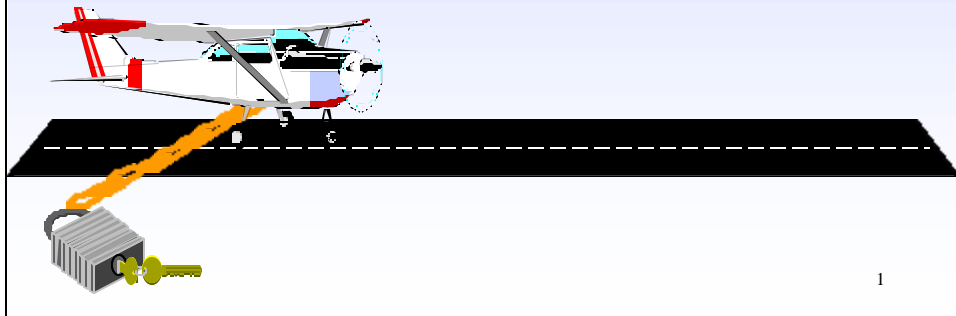
You may even wish to use the Power Point Slide Show or Slide Viewer to present these slides.

Welcome everyone and introduce your self. Give a brief background on yourself.

Have all your students introduce themselves and give a brief background on themselves.

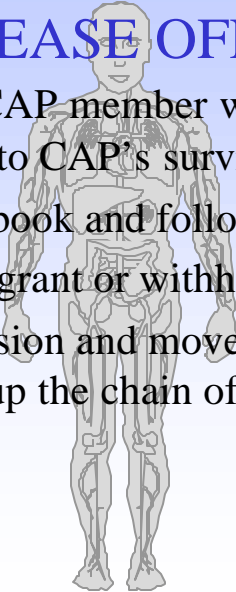
Explain the building and classroom rules and where the rest rooms, break rooms and snack places are. Let them know when the breaks are and keep that schedule. }

FLIGHT RELEASE OFFICER TRAINING



ANATOMY OF A FLIGHT RELEASE OFFICER

- A seasoned CAP member with a commitment to CAP's survival
- Lives by the book and follows our rules
- Not afraid to grant or withhold authorization
- Makes a decision and moves on or passes the decision up the chain of command

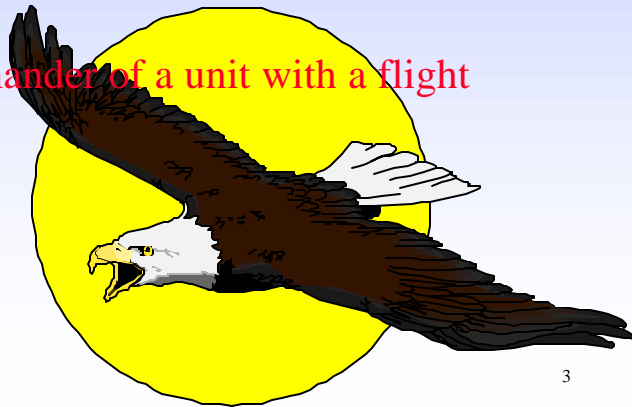


2

1. The FRO has to know the inter-workings of CAP. A commitment to CAP survival is of the utmost importance since one faulty flight release could literally place the corporation in a position that might severely damage the flying program as we know it.
2. The FRO has to live by the book. He/she has to have a current library of flight management regulations and be familiar with the contents of each regulation. Chapter 5 of CAPR 60-1 is especially important. CAPR 60-1 attachment 1, 11 and 13 are the tools of the FRO and should always be readily accessible.
3. The FRO will have the full faith and trust of the unit commander and with that support **can not** be afraid to grant or withhold authorization.
4. The FRO must be decisive. Decisions made by the FRO are final, regardless of the situation. If a controversy erupts, the FRO should politely discontinue the conversation and immediately pass the problem up the chain of command for resolution.

WHO CAN BE AN FRO

- Qualified Mission Coordinator
- Unit Commander of a unit with a flight activity
- CAP pilot



3

1. CAPR 60-1, paragraph 5-4 entitled “Flight Release Officer Qualifications, sets forth minimum requirements for individual’s becoming FRO’s. First, and most important, is a **SOUND** knowledge of the CAP flight management program and flight release procedures. In other words, you must know CAPR 60-1 and especially Chapter 5.

2. The FRO candidate must also satisfy one of the following criteria:

- a. Be a qualified mission coordinator.
- b. Be a unit commander of a unit with a CAP flight activity.

(1) A CAP flight activity is defined as any flight activity. So what is a CAP flight activity? CAPR 60-1 Paragraph 1-6. d. defines it as any flight activity authorized by 60-1 performed by CAP aircraft. So, do you have to have a corporate aircraft? NO, a CAP aircraft is both member furnished and corporate. Bottom line, whether a unit commander qualifies depends on the unit flight activity. Unit commanders who are not pilot’s should make sure that they have access to pilots who can provide guidance.

3. Be an experienced CAP pilot. However, this pilot need not be current.

FRO QUALIFICATIONS

- Possess sound knowledge of
 - CAP flight management procedures
 - CAP flight release procedures
- Be appointed by the commander of a unit with a CAP flight activity



4

1. It is not enough to read CAPR 60-1 one time and set it aside. In fact, the regulation should be by your side when ever you flight release. No one expects you to memorize the appropriate portions of the regulations. Simply to be familiar enough with the regulation that you can promptly look up a subject to ensure your release is proper.

2. Your appointment by the unit commander is important. The wing commander has selected your unit commander as his representative. The wing commander is the only corporate officer in the wing. That means the wing commander is totally responsible for all actions in his/her wing. When you issue a flight release, you are acting as your unit commander, as well as the wing commander's direct representative.

WHAT IS A FLIGHT RELEASE OFFICER?



- An intelligent, self-starting checklist reader
- An official recorder of the authorization of a flight
- A gate-keeper with an empty clip and no bayonet?
- The last official interface between CAP and the pilot prior to the flight



1. Checklists are important. After an accident is the wrong time to realize that an important question was missed during the flight release.
2. You complete the only official record of the flight release. This record may wind up in court or be the document that determines whether crew member's survivors receive federal compensation.
3. You are NOT a gate-keeper with an EMPTY clip. You have the ultimate authority. If the release is not correct, you simply DO NOT issue the flight release. After any denial of a flight release, up channel your actions.
4. You truly are the last official interface between the corporation and the pilot. The last sanity check, the last and most effective filter. The responsibility is great.

RESPONSIBILITIES

- Of the Unit commander
- Of the Flight Release Officer
- Of the Pilot



6

We'll now review the responsibilities of the commander, FRO, and the pilot.



UNIT COMMANDER RESPONSIBILITIES

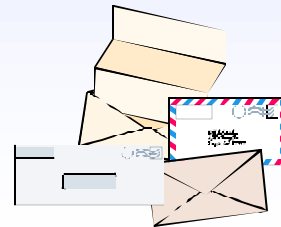
- Appointment of FRO's
- Requirement to brief and train
- Requirement to publish a current list of FRO's
- Provide each FRO with appropriate documents
- Keep the LO informed

7

1. The unit commander must appoint individuals who are first, qualified in accordance with CAPR 60-1 and secondly, who are capable and willing to do the job.
2. The commander has to provide training, and that is what this course fulfills. While there is currently no requirement for training past this initial course, continuing education is certainly an effective way to stay current on your FRO responsibilities and may be a requirement in the future.
3. A list of current FRO's distributed to all pilot's is a CAPR 60-1 requirement and is obviously essential to an efficient flying program.
4. In order to follow the rules, you have to know what they are. Without the appropriate documents a quality flight release is impossible. At a minimum you should have a CAPR 60-1, available on the CAP homepage (<http://www.cap.af.mil>) or from the CAP book store (1-800-633-8768). Other documents should include CAPR 50-15, 55-1 and appropriate wing supplements.
5. The wing LO is hired to serve the CAP program. If he is not informed, he simply can not help. Each of you can help the commander keep the LO informed by turning in you CAPF 99's in accordance with the current guidance.

FRO APPOINTMENT

- Must be in writing
 - Either letter or order format
- There must be sufficient numbers to affect a quality flight release



1. The FRO appointment must be in writing from the unit commander. Whether it is in a letter or an order format is not important. What is important, is that the commander has to be aware and comfortable with the individuals he is authorizing.
2. The commander has to insure there are sufficient numbers of FRO's to affect a quality flight release. A quality flight release is simply a correct flight release.



BRIEF AND TRAIN

- Commanders must insure **FRO's** are PROPERLY briefed and trained
- Initial briefing
- Initial training
- Continuation training

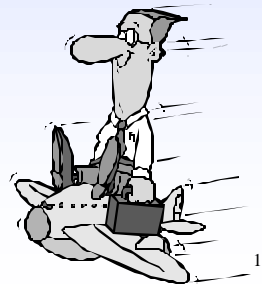
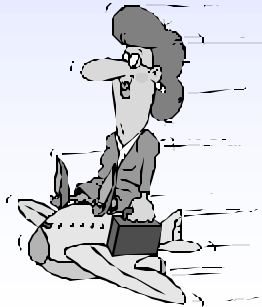


9

1. You need to know where you stand with the commander. That knowledge is obtained during your briefing with the unit commander.
2. An initial briefing is essential. If your unit commander is hesitant to sit down and brief you on what he/she expects, then make an appointment with your commander and be prepared to tactfully ask what he/she expects.
3. This training constitutes your initial training.
4. As mentioned before, continuation training is an effective way to stay up on program changes and may indeed be mandatory in the future.

PUBLICATION OF FLIGHT RELEASE OFFICERS

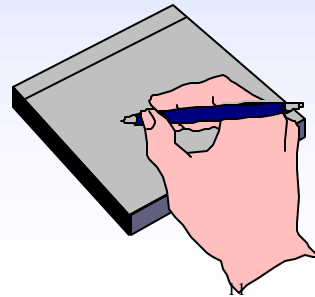
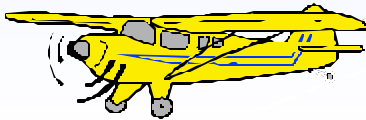
- What constitutes a current list?
- What must the list contain?
- Who must have access to the FRO list?



1. The unit commander must publish a list of current FRO's. As a minimum the list must include the name and phone number of each FRO. This list must be made available to all active pilot within a reasonable geographic area. What constitutes a "reasonable area" is different with each units situation. The commander must look at his pilot's homebases to define "reasonable area".

APPROPRIATE DOCUMENTATION

- Minimum checklist requirement
- CAPR 60-1
- Local checklists and forms
- Pilot currency products



1. CAPR 60-1, attachment 10 is the minimum checklist that must be used during a flight release. The unit may add requirements to this checklist, however the unit can not take any of the attachment items off the checklist.
2. A pilot who flies in CAP without having a personal copy of CAPR 60-1 is truly flying in the blind. An FRO without a CAPR 60-1 **cannot** do his job and may be placing the crew member, crew member's families and the corporation in a very precarious position. Put simply the flight release has to be proper.
3. (This is an opportunity to introduce your local checklists and forms)
4. Many wings have computer generated pilot currency products. (If your wing or unit has such a product introduce it at this time.)

FLIGHT RELEASE OFFICER CHECK LIST

- ☒ Determine that the purpose of the flight meets the criteria set forth in CAPR 60-1.
- ☒ Determine that all passengers meet criteria set forth in CAPR 60-1 and are authorized to ride in CAP Aircraft.
- ☒ Assign the appropriate flight mission symbol as identified in CAPR 60-1.
- ☒ Complete applicable portions of CAPF 99.



The minimum checklist will include:

1. Determine that the purpose of the flight meet the criteria in CAPR 60-1.
2. Determine that all passengers are authorized to ride in CAP Aircraft and meet the criteria in CAPR 60-1.
3. lights have the appropriate flight mission symbol.
4. Complete all applicable portions of CAPF 99.

FLIGHT RELEASE OFFICER CHECK LIST

Verify:

- ☒ Pilot and passengers are current members (or otherwise authorized to fly in CAP aircraft) and carry current membership cards.
- ☒ Pilot and CAP members are in an appropriate uniform.
- ☒ Pilot has a current FAA medial certificate in his possession.
- ☒ Pilot has original FAA pilot certificate in his possession.



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2. CAP aircraft) and carry current membership cards.
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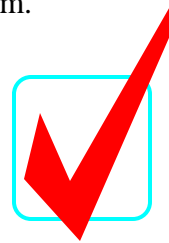
FLIGHT RELEASE OFFICER CHECK LIST

Verify:

- ☒ Pilot has a current CAPF 5 flight check for the type of aircraft to be flown, except for flights being released to conduct a flight check in which case the check pilot's name will be obtained.
- ☒ Pilot is current and qualified in accordance with CAPR 60-1 and applicable FARs for the type of aircraft and mission to be flown.
- ☒ FAA flight plan has been filed of more that 50 nm.

After Flight is Completed:

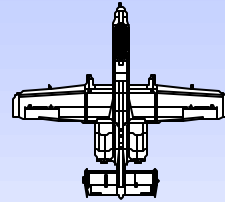
- ☒ Record Flight hours reported by Pilot



1. Pilot has a current CAPF 5 flight check for the type of aircraft to be flown, except for flights being released to conduct a flight check in which case the check pilot's name will be obtained.
2. Pilot is current and qualified in accordance with CAPR 60-1 and applicable
3. FARs for the type of aircraft and mission to be flown.
4. FAA flight plan has been filed of more that 50 nm.
5. Record Flight hours reported by Pilot

AN INFORMED LIAISON STRUCTURE

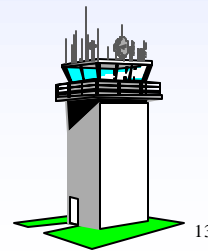
- Who should be informed?
- Why does the LO need the information?



1. The wing LO is a representative of the corporation. With that hat on, he has to be aware of your flight release procedures.
2. As a stable fixture in the wing, the LO is in a position to quality control the wing flight release program. By reviewing the CAPF 99 the LO can insure the wing flight release program is on track.

FRO RESPONSIBILITIES

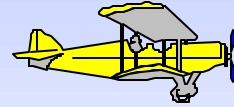
- Authorizing each CAP flight
 - Verify the pilot and flight information
 - Coordinate an appropriate mission symbol
 - Insure a quality flight release
- Complete the paperwork



1. The FRO is responsible for authorizing a CAP pilot to fly as pilot-in-command in CAP aircraft on CAP flight activities.

FRO FLIGHT AUTHORIZATION

- Best efforts to verify appropriate pilot and flight information
 - Flight crew fatigue
- Coordinate a mission symbol that fits the mission
- A quality flight release protects the aircraft crew and the corporation
 - Federal Torts Claims Act coverage
 - Federal Employees Compensation Act Coverage



14

1. The FRO is expected to use his/her best efforts to verify appropriate information prior to giving a flight release, including reliance on information verbally provided by the CAP pilot requesting a flight release. Part of the FRO checklist is the IM SAFE card reminder. Many of the IM SAFE card issues are subjective in nature and rely on the pilot to assess his own physical and mental situation. However, if you have questions as to the pilot's physical or mental condition, they need to be resolved prior to issuing the flight release. Flight crew fatigue is an issue that until now was also subjective, however CAPR 55-1, paragraph 1-14 sets forth a maximum of a 14 hour duty day for everyone and a maximum of 10 hours flight time for flight crew. This is still pretty liberal and should be looked at as a portion of the whole picture. If the picture you are getting has holes in it, do not release the flight.
2. Coordinate with the pilot, ensuring you and he/she are clear about the mission symbol to be used for the flight activity.
3. A properly coordinated flight release most always is a quality flight release. Being satisfied that the checklist has been properly completed and ensuring the mission symbol is correct protects the corporation and the flight crew. Accident investigations have constantly revealed improper flight releases. One mis-communicated release resulted in the pilot's widow being turned down for federal compensation. Realize that "A" and "B" mission status provide Federal Torts Claims Act protection (FTCA, liability insurance) and Federal Employees Compensation Act Protection (FECA, workmen's compensation insurance).

FRO PAPERWORK

- Record the CAPF 99 information
- Copy of the CAPF 99 to the LO by the 5th of each month
- Keep current regulations and wing/unit rosters
- Other wing/unit paperwork and forms



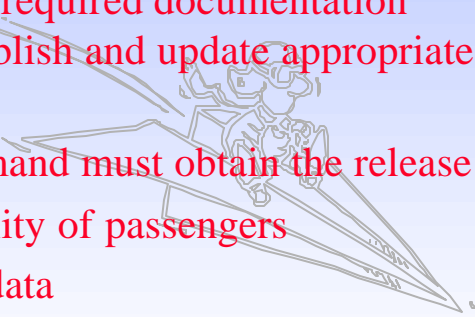
1. The concept of the flight release was conceived in London, England, by our corporate legal counsel and AF legal officers, and was pivotal during a successful attempt to procure insurance coverage for the CAP flying program. The CAPF 99 then became the source document for an official flight release. It provides the official history of the flight. The mission symbols listed on the CAPF 99 are there to simplify the flight release. The list is not all conclusive. In other words some mission symbols were purposely left off due to space constraints. The mission symbols that were left off were the least used. However, as an FRO you need to be familiar with all the mission symbols in CAPR 60-1, attachment 1. The completion of the CAPF 99 is important. Make sure you fill-in all the appropriate areas. Remember, this document will be a major player in an accident investigation, and the follow-on USAF compensation determination. **So do it right.**

2. LO's are tasked with liaison duties for CAP and the USAF. The CAPF 99 provides the LO an insight into your flying program. The form also is the source document for flight time reporting. While the flight time report is, at times, a painful process for those who are required to prepare it, the importance of the report as a tool in convincing the Air Staff and Congress of our worth is invaluable.

3. You simply can not do your job without a current CAPR 60-1 and wing/unit supplements and rosters.

4.(Brief other wing/unit paperwork as required)

PILOT'S RESPONSIBILITY

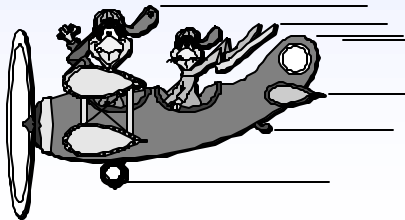
- To provide all required documentation needed to establish and update appropriate records
 - Pilot-In-Command must obtain the release
 - Certify eligibility of passengers
 - Certify flight data
 - Coordinate the mission symbol with the FRO
- 

16

1. Wings vary in the way they gather information. However, regardless of the method, it is the pilot's responsibility to insure the wing/unit has all the documentation needed to prove he/she is current and qualified to do the mission. If the pilot tries to talk his way through the flight release, there is an obvious problem. The problem may be that his paperwork has not reached the appropriate individual or that someone in the organization has dropped the ball. But, if the end result is that you cannot be absolutely convinced that his records are up to date, do not release the pilot.
2. There is no exception to the requirement for the PIC to obtain a flight release, period. This requirement makes someone step up to the plate and assume total responsibility for the flight.
3. It is the PIC's responsibility to certify eligibility of his passengers. However, the FRO has every right to deny the flight release if he/she has doubts about the eligibility of any passenger.
4. The PIC must provide adequate information to the FRO.
5. The pilot must coordinate the mission symbol with the FRO. Many times the mission is cut and dried. However, an equal amount of time, the mission symbol is debatable. Coordinate with the pilot and come to an acceptable agreement on the mission symbol. At the end of the conversation insure you and the pilot are clear as the assigned mission symbol. Remember it is always best if the mission can be flown under a "B" or "A" mission symbol.

PILOT'S RESPONSIBILITY CONTINUED

- Fly the mission as released
- Correctly complete the flight log
- Comply with local unit instructions
- Report the actual flight time back to the FRO who released the flight

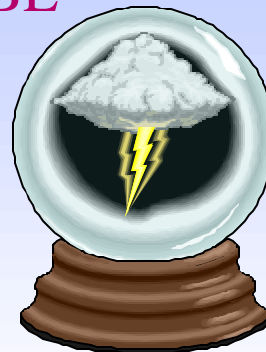


17

1. The pilot has to fly the mission as released. With the exception of a life or death situation, if the mission changes, a new flight release is required. An example would be a mission pilot proficiency flight, released as a “B-12”, is asked by ATC to check out an ELT signal. Once the pilot starts searching for the ELT he is on mission that clearly has “life or death” implications. However, if the same “B-12” flight stopped to give a cadet orientation flight, he should obtain a new release as a “B-3”. Why worry? Because there is additional pilot information you need to confirm for a cadet orientation mission.
2. The pilot’s responsibility to complete the flight log does not always impact the FRO, however, the log is a valuable tool in reconstructing the flight after the mission is complete.
3. The FRO has no responsibility to insist or even remind the PIC of specific unit instructions. However, if the FRO has reason to believe the PIC may not be familiar with specific instructions he/she should make every reasonable effort to inform the PIC.
4. Current program design requires the PIC, after the flight, to report actual flight time to the FRO who released the flight. DO NOT confuse this with flight following. The FRO job does not include flight following. No one expects the FRO to wait around for the pilot’s call, but the PIC must report the flight time in a timely manner so the FRO can complete the CAPF 99.

WHAT AN FRO IS NOT EXPECTED TO BE

- Not a flight dispatcher
- Not a weather forecaster
- Not a mechanic
- Not an FAA Safety Inspector
- Not the pilot's mother
- Not responsible for the conduct and/or safety of the flight

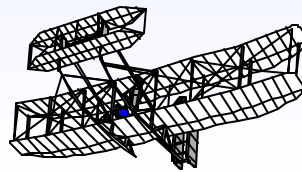


18

1. As we mentioned before the FRO is not responsible for flight following or flight planning.
2. The responsibility to check the weather is clearly with the PIC. However, if you know about severe weather it is certainly appropriate to discuss this with the PIC and if you have strong feelings concerning the adequacy of the weather it would be wise to up-channel the situation prior to granting a flight release.
3. The FRO can not be responsible for the airworthiness of the aircraft. However, the FRO may have information about the mechanical status of the aircraft and should coordinate any misunderstandings with the PIC . If the FRO is positive about a grounding condition he/she should deny the release.
4. The FRO has to take the PIC's word for many things and if he/she is unsure about certain actions of the PIC, up-channel those concerns and allow the leadership to earn their salary.
5. You are not the PIC's mother. If the PIC needs or demands mothering, up-channel his/her demands to your commander and hold the flight release.
6. You are responsible for the conduct of the flight release not the flight.

REASONS TO DECLINE A FLIGHT RELEASE

- Doubt about flight safety and legitimacy
 - Obvious severe weather
 - Pilot/crew qualification/currency
 - Is the flight purpose a legitimate flight IAW CAPR 60-1?
- Aircraft status
 - IFR capable
 - Mechanical



19

1. These reasons are obvious. However, the key word to remember is DOUBT. If the release does not feel right, 9 times out of 10, there is a problem.

HOW TO RESOLVE FROM CONCERNS



- If there is a problem, do not release the flight
 - Politely state the reasons to the PIC
 - Pass the problem up the chain of command regardless of the circumstances
- If the problem can be resolved
 - Release the flight
 - Pass the problem and the resolution up the chain of command



20

Do not get into a verbal contest with the PIC. Simply tell the PIC you will get back with him/her and call a higher authority to discuss the release. Perhaps the superior knows something you do not. Bottom line, do not allow the PIC to talk you into something you know is not right. Once the problem is solved, pass the resolution up the chain of command. The commander needs to know what is happening!

THE FRO CREED

- I realize I am the last link in the safety chain
- I follow the rules
- I will take enough time to do it right
- I will complete records correctly
- I will insure positive flight closure
- If in doubt, I will not grant a flight release
- I will keep my superiors informed



21

1. While this creed may be corny, it sums up the responsibilities of the FRO and anyone not willing to live up to the entire creed **should not** be an FRO.

USAF REIMBURSABLE MISSION SYMBOLS

- **A1 - AFRCC SAR Missions**
 - AFRCC assigned searches
- **A2 - Air Force National Security Preparedness Office (AFNSEP)**
 - Does not include FEMA, Red Cross, Federal or National relief missions.
- **A3 - Counterdrug Missions**
 - U.S. Customs, DEA/USFS authorized missions or counterdrug training



22

1. The A1 is pretty standard fare. A question might arise as to what should be in the CAPF 99 MSN SYMBOL/AF MSN NO. block. If a mission base is formed then, other than the flight to and perhaps from the mission base, the mission coordinator will use a CAPF 104. If the mission is launched on a CAPF 99, then put the actual mission number and an A1 symbol. Why both? Historically the AFRCC mission number is used for reimbursement (CAPF 8) and the mission symbol is used for flight time reporting (CAPF 18). Having both numbers on the CAPF 99 alleviates any confusion.

2. An actual DR (A2) is basically the same as the A1 mission above except the mission number will come from the Air Force National Security Emergency Preparedness office (AFNSEP). AFNSEP is the DR coordinator for all Air Force assets.

3. The A3 mission symbol will come with an additional mission number issued by the particular representative. Log both the A3 and the mission number for Customs, Drug Enforcement Agency or the U.S. Forest Service.

(Some wings have a wing mission number that they assign to different missions if that is the case add this number to the CAPF 99.)

USAF REIMBURSABLE MISSION SYMBOLS

- **A4 - Missions Specifically Approved** by the Air Force
 - Low-level surveys, courier, etc.
- **A5 - SAR/DR Training/Evaluation and CAP 60-2 Inspections**
 - Funded SAR/DR training
 - CAPR 60-2 inspections are only authorized if pre-approved in advance by the CAP-USAF Liaison Region



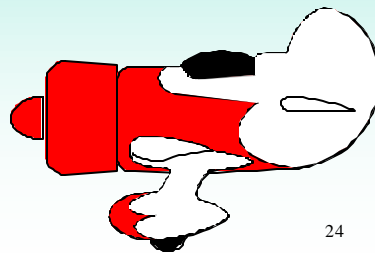
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1. A4 is a catch all with a catch. Obvious missions, such as low-level survey and courier flights, as well as reimbursed flights that the Air Force would support. The catch is that these missions require special AF approval. Normally HQ CAP-USAF/XO is the approving authority, however the CAP-USAF/LR can now approve certain missions and might be the place to start, rather than asking HQ CAP-USAF/XO only to be told the region LR now has the authority to approve a particular mission.

2. A-5, All reimbursed SAR/DR training. As with most funded training missions, this usually includes the flight to and from the training activity. Also use the A5 number for CAP 60-2 Inspection flights.

USAF REIMBURSABLE MISSION SYMBOLS

- A6 - AFROTC Orientation Flights
 - All AFROTC flights
- A7 - CAPFs 5 & 91 Evaluation and National Check Pilot Standardization and Flight Clinics
 - Funded evaluations

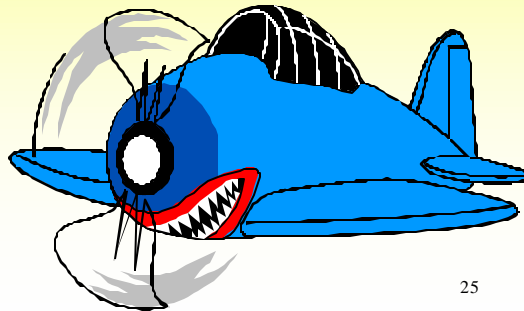


24

1. AFROTC orientation flights are not given a specific mission number. The A6 mission symbol is used on the CAPF 99 and the CAPF 108.
4. When the CAPF 5 & 91 flight evaluations are funded with SAR/DR funds they should be released as an A7. This could be an individual flight as well as flight evaluations as a part of a special check ride clinic or a flight clinic. Reimbursable Flight Clinics and funded National Check Pilot Standardization are also classified as an A7.

USAF NON-REIMBURSABLE MISSION SYMBOLS

- B8 - Squadron or Higher Official
Conferences, Meetings or Maintenance
Flights



1. Pretty straight forward, if the PIC is headed to a conference or meeting release him as a B8. If the flight is generated as a result of maintenance, either after or before the fact, release under a B8. B8 would include an official visit associated with an Air Force assigned mission. Certainly this would classify any flights to a location to coordinate an AF assigned mission. How about a flight to coordinate a DEA training session with the state DEA official? Sure, in fact any flight that transports folks to visit officials or agencies that are associated with any A or B mission.

USAF NON-REIMBURSABLE MISSION SYMBOLS



- B9 - Red Cross Missions



- B10 - Federal Emergency Management Agency (FEMA) Missions



- B11 - National Oceanic and Atmospheric Administration (NOAA & NWS) Missions

25

1. These are non Air Force Reimbursable missions. Very simple, any flight flown in agreement with the Red Cross MOU is logged under a B9.
2. Many times CAP will be asked to fly prior to receiving an AFNSEP mission number. In that case the mission number will come from the state or other government agency. FEMA missions will be classified as a B10. National relief agencies will be under a B13 and state and local flights will be under a B14.
3. This is pretty straight forward, any flights flown under the National Oceanic and Atmospheric Administration MOU is placed under a B11.

USAF NON-REIMBURSABLE MISSION SYMBOLS

- B12 - Mission Pilot Proficiency , Upgrade Training, SAR/DR Training Flights
 - Unfunded
 - 4 hours maximum
 - Assigned flights specifically conducted for training CAP aircrews to support assigned USAF missions



26

1. The B12 release is misunderstood by many. Prior to 1992 when a mission pilot flew basic proficiency (touch & go's, basic cross-country practice, practice instruments, etc.) he was not covered with FTCA and FECA protection. When the CAP/USAF MOU was signed in 1992, the AF allowed mission pilots to fly 4 hours of basic flying proficiency per month. Is this funded? NO, it simply provides FTCA and FECA protection to the crew and corporation. Why is this important? Because our corporate insurance depends on the federal government providing many of our flight activities with FTCA and FECA. Without this federal coverage we would have a difficult time obtaining insurance for our fleet. When should you release under a B12? Every time a mission pilot flies proficiency. How many pilots fly over 4 hours of proficiency per month? The pilot may fly 40 hours of DEA or SAR flying, but that flying does not count toward his 4 hours of proficiency. So, if your PIC is a mission pilot and he is not flying a specific mission, **make every effort to release him as a B12.**

B12 is also a CAPR 50-15 emergency services non-funded training as well as counter narcotics training that is not funded.

USAF NON-REIMBURSABLE MISSION SYMBOLS

- B13 - Support to Federal or National Relief Agencies with an AF Approved MOU
- B14 - Support to State, County and Local Agencies with an AF Approved MOU



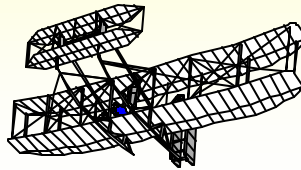
27

1. B13 is an important flight release. To effectively release under this mission symbol you have to be aware of all national AF approved MOUs. The MOUs may be with federal or national agencies to include industry. Having an MOU provides agreement on issues of insurance coverage, funding, mission requirements, and above all, provides FTCA and FECA coverage for our operation. (Instructor: Note the list of MOU's in tab E)

2. Like the B13, the B14 is very important. These MOUs are generally wing specific and you must be familiar with each. CAPR 55-1, chapter 3, has been re-written to include a new boiler plate MOU. If your wing coordinates the boiler plate MOU with the customer agency, and does not change the document from the printed version in the regulation, the MOU will be approved by the Air Force in a rapid manner. If coordination changes the boiler plate MOU, then expect some delays in approval from the AF. **Bottom line, as an FRO you need to be familiar with all the current MOUs in your wing.** (Instructor: Be prepared to brief every current state, county and local MOU)

USAF NON-REIMBURSABLE MISSION SYMBOLS

- B15 - Cadet Orientation Flights
– CAPF 77
- B16 - Cadet Flight Training, Flight Encampments/Academies, Cadet Encampments, or IACE Flights



28

1. Cadet Orientation flights are always released as a B15. Even if the flight is reimbursed from cadet programs. The difference between the NCPSC and cadet “O” rides is tied to the reimbursement. The money for “O” rides originates from CAP corporate accounts, not AF appropriated SAR/DR accounts.

2. **All cadet training flights with a CAP flight instructor are flights leading to a private license. Cadet Flight Encampments qualify for this release** Cadet solo flights should also be released as a B16, however, while the cadet may technically be the PIC, he is under the endorsement and control of CAP flight instructor and that instructor should be the individual to obtain the flight release for a cadet solo flight. Transport flights to and from a CAP encampments would also be logged as a B16 along with any International Air Cadet Exchange (IACE) transportation flights.

USAF NON-REIMBURSABLE MISSION SYMBOLS

- B17 - 911T Mission
- B18 - CAPFs 5 & 91 Evaluation, National Check Pilot Standardization and Flight Clinics not flown under an Air Force mission number



28

1. Emergency flights could also be launched under a 911T mission authority at the request of the appropriate local/state agency, but the LO and the wing commander have to coordinate and approve prior to using this authority. You would log these flights under a B17.

2. All CAPF 5, 5G and 91s should be released with a B18. No exceptions. This would include the flight to a location to receive the evaluation. Also flights to and from as well as flights during a flight clinic should be released under a B18. Flying to and from and at The National Check Pilot Standardization Course (NCPSC) can be funded or non-funded. If funded release the flights as an A7. If non-funded a B18 is appropriate. If you mistakenly release it as a B18, have no fear, the aircrew will still be covered by FTCA and FECA, and that's the most important aspect of the flight.

CAP CORPORATE MISSION SYMBOLS

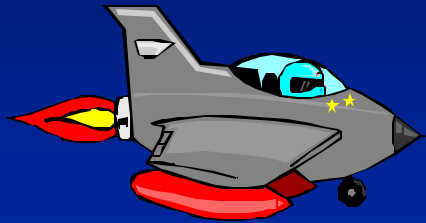
- C1 - Proficiency Flights
- C2 - Support to State, County and Local Agencies not Designated as an AF Assigned Mission
 - Should be used very little
- C3 - Other CAP flying



1. If the individual pilot is not a mission pilot or is a mission pilot who has flown his 4 hours of B12 time, then the individual should be released as a C1. However, it is important to realize that under a C1 release the flight activity is under corporate insurance. A C1 should also be used to release CAP senior member pilot flight training leading to an airman rating or certificates (instrument, commercial, certified flight instructor or certified flight instructor instrument.) and CAP senior member flight training in gliders by CAP CFGIs leading to a glider rating.
2. C2 should only be used as a last resort. The AF has been gracious enough to provide FTCA and FECA for (A) AND (B) flights. Planning is the key. The wing should actively pursue MOAs with state, county and local agencies. Knowing what MOAs are active in your wing is essential. If a flight can be released as an (A) or (B) mission you have provided protection for the flight crew and the corporation.
3. Again, a catch all. But, there should be very few times this mission symbol is used since 99.999% of CAP flight activities are covered by other more descriptive and appropriate mission symbols.

OTHER MISSION SYMBOLS

- L1 - CAP and CAP-USAF Liaison Officer Flying.



30

A flight release to a qualified Air Force liaison officer or transportation flight for an Air Force liaison officer are released as a L1 flight.

QUESTIONS??



31